

Medical Insurance Billing I

TEMC1050

Course Description

The Medical Insurance Billing I course is designed to provide the student with advanced skills necessary to perform and understand current processes regarding medical billing and collection concepts, regulations and guidelines.

Semester(s): All

Course Student Learning Outcomes

- Identify the background and importance of accurate insurance claims submissions, coding and billing.
- Differentiate between professional ethics and medical etiquette.
- Identify instances when an employer, an employee or independent contractor can be liable when billing for medical services.
- Demonstrate understanding of Privacy, Security, and HIPAA in a healthcare setting.
- Explain Medical Necessity as it relates to National Correct Coding Initiative (NCCI/CCI).
- Recognize various health Insurance models and explain best practices and tools for ensuring accurate and timely submission of medical claims for payment.
- Provide basic knowledge of national diagnosis and procedure/service coding systems.
- Explain the impact of coding compliance, clinical documentation improvement (CDI), and coding for necessity.

Transfer/Certification/Licensure/Employment Information

The USHE (Utah System of Higher Education) technical college program alignment allows for students at any USHE technical college to transfer seamlessly within any other USHE technical college. USHE technical colleges proposing to offer courses associated with this program currently include Davis Tech, Mountainland Tech, and Ogden-Weber Tech.

Communication Plan

An instructor will respond to email within 24 to 48 hours.

An instructor will offer feedback on major assignments within 24 to 28 hours.

The best way to contact an instructor is via school email.

Keys for Success (how to succeed in the course)

Time Management

Time management is an effective tool for getting things done. Having a proper schedule can help you complete the course on time. Try to write down and schedule as much as possible. Some people will be able to simply schedule block “study times,” others will have to break it down further.

Discipline Yourself

Discipline yourself to study everyday at least two hours or until you understand your assignment. Study to know and to understand, not merely to get a particular grade.

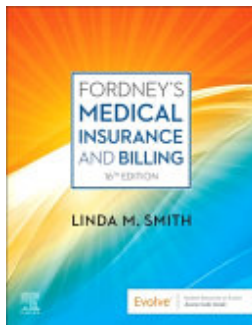
Ask for Help

If you are not keeping up in class, do all that you can do to help yourself including asking for help. Come into the class or Zoom room to talk with your instructor(s).

Communicate with Instructors

If you cannot come to class, please notify your instructors.

Required Text or Materials



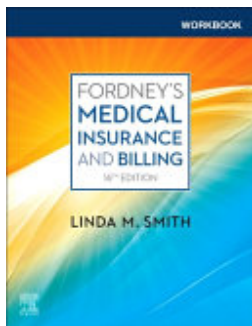
Title: Fordney's Medical Insurance and Billing

ISBN: 9780323795357

Authors: Linda Smith

Publisher: Saunders

Publication Date: 2022-02-01



Title: Workbook for Fordney's Medical Insurance and Billing

ISBN: 9780323795364

Authors: Linda Smith

Publisher: Saunders

Publication Date: 2022-02-01

Title: Pen, Pencil, Notebook, Highlighters

Title: Ear plugs or noise reduction headphones to aid concentration while studying or testing in the classroom.

For more information on textbook accessibility, contact Accessibility & Disability Services at ads@slcc.edu.

Brief Description of Assignments/Exams

In the Fordney's Medical Insurance and Billing course, students will be evaluated through various assignments and exams designed to build and test their proficiency in medical billing and insurance processes.

This structure ensures that students gain practical, hands-on experience in medical billing and insurance while being evaluated on both theoretical knowledge and practical

application.

Assignment Schedule

Due Date	Assignment Name	Assignment Type	Points
	Chapter 12 Exam	Quiz	100
	Assignment 11: Review Questions	Assignment	1
	Assignment 1.4: Compose Email Messages	Assignment	1
	Assignment 11.1: Review Questions	Assignment	1
	Assignment 11.4: Review of a Patient Record	Assignment	1
	Assignment 12.1: Review Questions	Assignment	1
	Assignment 12.2: Locating Information in ICD-10-CM, Volume 2	Assignment	1
	Assignment 13.1: Review Questions	Assignment	1
	Assignment 18.1: Review Questions	Assignment	1

Due Date	Assignment Name	Assignment Type	Points
	Assignment 18.3: Calculating MS-DRG	Assignment	1
	Assignment 18.4:APC Discounting	Assignment	1
	Assignment 19.1: Review Questions	Assignment	1
	Assignment 19.5: Completing the UB-04	Assignment	1
	Assignment 2.1: Review Questions	Assignment	1
	Assignment 2.2: Critical Thinking: Incidental Disclosure Verus HIPPA Violation	Assignment	1
	Assignment 3.1: Review Questions	Assignment	1
	Assignment 3.2: Critical Thinking: Fraud vs. Abuse	Assignment	1
	Assignment 4.1: Review Questions	Assignment	1
	Assignment 4.3: Critical Thinking: Differences in Insurance Key Terms	Assignment	1
	Assignment 4.4: Abstract Data from Insurance Identification Card	Assignment	1

Due Date	Assignment Name	Assignment Type	Points
	Chapter 1 Exam	Quiz	100
	Chapter 11 Exam	Quiz	100
	Chapter 13 Exam	Quiz	100
	Chapter 18 Exam	Quiz	100
	Chapter 19 Exam	Quiz	100
	Chapter 2 Exam	Quiz	100
	Chapter 3 Exam	Quiz	100
	Chapter 4 Exam	Quiz	100
	Introduce Yourself	Discussion	0
	Key Abbreviations-Chapter 1	Assignment	1
	Key Abbreviations-Chapter 11	Assignment	1
	Key Abbreviations-Chapter 12	Assignment	1
	Key Abbreviations-Chapter 13	Assignment	1
	Key Abbreviations-Chapter 18	Assignment	1
	Key Abbreviations-Chapter 19	Assignment	1
	Key Abbreviations-Chapter 2	Assignment	1
	Key Abbreviations-Chapter 3	Assignment	1

Due Date	Assignment Name	Assignment Type	Points
	Key Abbreviations-Chapter 4	Assignment	1

Grading Scale

Percentage Letter Grade

93-100	A
90-92	A-
86-89	B+
83-85	B
80-82	B-
76-79	C+
73-75	C
70-72	C-
66-69	D+
63-65	D
60-62	D-
59 or below	E

Passing for this class is 70% or higher.

Students enrolled in this course can achieve a passing grade by completing the following:

1. Assignments within the course
2. The chapter exams with a score of 70% or better

Students must earn a complete in each assignment type to pass the course.

How to Navigate to Canvas

Institutional Policies

As members of our academic community, we would like to invite you to review the Institutional Syllabus which covers important policies and procedures. This document contains important links for students on the code of student rights and responsibilities, academic integrity, and grading policies, Title IX and other important acknowledgements. By familiarizing yourself with this information, you can help us create a safe and respectful environment for everyone.

You can access the document by clicking on the following link:

<https://slcc.instructure.com/courses/530981/pages/institutional-syllabus>

Learning Support and Tutoring Services

We are pleased to offer a range of tutoring and learning support services to help you achieve your academic goals. Whether you need assistance with a specific subject or want to improve your study skills, you have many options for tutoring or other support.

To learn more about the services we offer and how to access them, please visit the Institutional Syllabus under the Tutoring and Learning Support tab:

<https://slcc.instructure.com/courses/530981/pages/institutional-syllabus>. We encourage you to take advantage of these resources to help you succeed in your studies. If you have any questions or would like to schedule a tutoring session, please don't hesitate to reach out to us. We are here to support you in any way we can.

Advising and Counseling Support Services

At our institution, we are committed to supporting your academic and personal growth. That's why we offer a range of advising and counseling services to help you navigate the challenges of college life. To learn more about the resources available to you and how to access them, please visit the Institutional Syllabus under the Advising and Counseling Support Services tab: <https://slcc.instructure.com/courses/530981/pages/institutional-syllabus>. Our advising team and the support centers across campus are here to support you in achieving your goals and overcoming any obstacles you may face.

Student Academic Calendar

As students you should be aware of all important dates in the semester, such as the day that courses begin and end, as well as the drop date and the last day to withdraw. To learn more about those dates, navigate to the Student Academic Calendar below:

[SLCC Student Academic Calendar](#)